



## **DOCUMENT CHECKLIST FOR A LIMITED LIABILITY COMPANY (LLC)**

- \_\_\_\_\_ 1. Completed Certification Application
- \_\_\_\_\_ 2. Completed Affidavit of Certification (DBE/MBE) or Statement of Disadvantage (MBE) (for all applicants claiming disadvantaged status)
- \_\_\_\_\_ 3. Official Articles of Organization (signed by the State official)
- \_\_\_\_\_ 4. Original and Amended Operating Agreement
- \_\_\_\_\_ 5. Certificate of Good Standing from the Maryland Department of Assessments and Taxation ([www.dat.state.md.us](http://www.dat.state.md.us))
- \_\_\_\_\_ 6. Documented proof of contributions used to acquire ownership for each owner (documentation showing that the owners paid for the value of their interest in the business or in some way personally invested personal funds into the business - e.g. both sides of cancelled checks)
- \_\_\_\_\_ 7. Resumes of all owners, all officers, all directors, and all key employees (resumes must be in detailed chronological form and include places of ownership/employment with corresponding dates)
- \_\_\_\_\_ 8. Proof of U.S. citizenship in the form of a U.S. Passport *or* Permanent Resident Card *or* Certificate of Naturalization *or* birth certificate and government issued photo identification (e.g. driver's license)
- \_\_\_\_\_ 9. Personal (Financial) Net Worth Statement (for all minority owners constituting 51% ownership)
- \_\_\_\_\_ 10. Personal Federal Tax Returns for the past three years for each owner constituting 51% ownership (include all schedules)
- \_\_\_\_\_ 11. Business Federal Tax Returns for the past three (3) years (include all schedules)
- \_\_\_\_\_ 12. Year-end financial statements of the business for the past three years (or life of firm, if less than three years). A new business must provide a current financial statement. (Non-CPA statements are acceptable)
- \_\_\_\_\_ 13. Quarterly State unemployment tax wage report for last four (4) quarters (include all attachments).

- \_\_\_\_\_ 14. Business Plan (if business is less than one year old) (see business plan attached to the application, (Other business plans acceptable)
- \_\_\_\_\_ 15. Copy of Home State MBE/DBE/WBE Certification (for non-Maryland firms)
- \_\_\_\_\_ 16. Copies of all MBE/DBE/WBE certification and denial of certification by other Agencies, if any
- \_\_\_\_\_ 17. Professional Licenses and Permits (including all licenses and permits held by the business, its owners, officers, directors, or employees related to the areas of work in which the business is seeking certification)
- \_\_\_\_\_ 18. Copy of Bank signature authorization form (a letter from a bank official stating who has authority to sign checks on the business account is acceptable)
- \_\_\_\_\_ 19. Agreements such as lease, loan, distributorship, or any other type of formal written agreements. Include agreements with any financial institutions or other types of businesses/individuals and proof of payment, if applicable
- \_\_\_\_\_ 20. List of equipment used to provide services in the areas for which the firm is seeking certification
- \_\_\_\_\_ 21. Vehicle titles or, registrations, and current insurance policies (for the business)
- \_\_\_\_\_ 22. Copies of three (3) job contracts, if applicable (task orders, purchase orders, and invoices acceptable)
- \_\_\_\_\_ 23. Trust Agreements held by any owner claiming disadvantaged status, if any